

Round Four Frequently Asked Questions (FAQs)

Posted on February 1, 2010

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Subject to Board Review at February 4, 2010 Meeting

APPLICATION SUBMISSION DETAILS:

R4-11	Who should sign the Grant Application on behalf of an organization?	The applicant is required to submit a Resolution as part of the application packet. The Resolution contains the name of a designee who is authorized to approve & sign the application, Grant Agreement & related documents. The governing structure of the particular organization will determine who is authorized to enter into legally binding agreements.
R4-21	Regarding the formatting specifics for the Project Narrative, Microsoft Word Application has 1,1.5 and 2.0 and higher line spacing. Is 1.5 allowable?	No. Page 5 of the RFA instructions and forms states that the Project narrative may not exceed 5 pages and must be in Times New Roman, 12 point font size, double spaced (2.0) with one inch margins.
R4-22	Can the Executive Summary be double-spaced, 1-1/2 spaced, or does it have to be single-spaced?	On Page 4, the RFA states that "you may single-space your Executive Summary". This is an option and not a requirement. Applicants can chose to space the Executive Summary with 2.0 point or 1.5 point line spacing as well.

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R4-23	The Project Narrative Instructions #6 states "Briefly describe ways in which your program may be sustainable beyond the presence of CCHE support in the years to follow." #7 says "Briefly describe the history of the applicant, including governance structure, year established, and experience in the proposed project area." What is the definition of "program" in number 6? What is the definition of "project" in number 7?	A program is defined as a planned, coordinated group of activities or procedures, often with a common goal. A project is a specific, delineated undertaking for which the applicant is requesting funding. The CCHE grant program helps preserve the tangible aspects of CA history: the artifacts, collections, archives, historic structures and properties – that cultivate understanding of our collective past in the next generation. The tangible aspects are the project's end result.
R4-25	Can a project have two project managers?	Although there are no stipulations against a project having co-managers, for the purposes of streamlining communication between CCHE and the project, please list one sole point of contact as Project Manager on the Application Form. Should changes in staff occur, a grantee may revise the Project Manager with a written request throughout the life of the grant.
R4-30	What is the preferred manner in which the signed original application should be held together for submission?	The preferred manner in which both the signed original application and all application copies should be held together for submission is with binder clips.

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R4-33 **The Project Narrative (Narrative) instructions limit that section to 5 pages and indicate that the Executive Summary (Summary) and Work Plan/Budget are not counted against the 5 page limit. But the first four areas to be addressed in the Narrative are the same as the items required in the Summary. Do I repeat the information provided in the Summary as part of the Narrative and count it against the 5 page limit?**

No. The Executive Summary acts as the introduction to your application. The Executive Summary is a succinct overview of the project and should cover the following topic areas: Mission, Statement of Need, Summary of Project's Historical or Cultural Relevance, Expected Impact of the Project.

The Project Narrative gives the applicant the opportunity to further elaborate on the details of those topics areas (Mission, Statement of Need, Summary of Project's Historical or Cultural Relevance, Expected Impact of the Project) in addition to the topic areas of: Record of Prior Success, Sustainability, Organizational Capacity, and Cost Effectiveness and Budget Adequacy.

APPLICATION SUBMISSION DETAILS: RESOLUTIONS

R4-15 **Can an applicant's resolution be accepted after the due date of the application?**

If an applicant cannot obtain their approved resolution by the deadline, they may submit a draft resolution indicating when it will be approved by their governing body - it must be received at CCHE by April 5, 2010.

R4-16 **Would a pre-existing resolution from a previous Round or one that provides for multiple potential funding awards be acceptable?**

No. The purpose of the resolution is to inform CCHE that applicant's governing board is in support of the applicant's intent to apply for Round Four funding. Thus, resubmitting a pre-existing resolution does not fulfill this requirement as this round of funding is considered separate and independent of other rounds of funding.

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BUDGETS:

R4-27 **How detailed are we expected to be in completing "Section II: Building and Facility Costs" in the Workplan/Budget? Should we be breaking down costs for every major task? Or should we simply indicate the projected costs for the entire building stabilization/rehabilitation?**

Please provide a full explanation of the proposed costs by task. Reasonable consolidation of tasks is encouraged and no more than 40 tasks may be included in the Budget Form.

BUDGETS: ALLOWABLE COSTS

R4-36 **Can a project applicant proceed with contract document fees for work that would be part of a Round Four CCHE grant?**

Any expense incurred prior to the Round Four application submission due date of February 10, 2010, cannot be counted toward match. However, an expense incurred on or after February 10, 2010, could be allowable as part of your match obligation if the expense is reasonable and necessary for the project.

Expenditures incurred prior to the approval of an award of funding from CCHE may not be reimbursed with CCHE funds. In order for expenses to be reimbursable, they must have been incurred within the grant term of the project.

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BUDGETS: BL 08-33

R4-12 **Since the Round Four funding awards are contingent upon the 2008 Budget Letter order being rescinded, will funds that were identified for CCHE's spring 2010 funding round be held indefinitely, or could they be absorbed into the state's general fund?**

Plans for Round Four are continuing in anticipation of the budget letter (BL08-33) being lifted by the time new projects are ready to be selected by the Board. CCHE has no way of predicting when the authority to approve new projects will be reinstated, but the bond funds authorized in Prop. 40 cannot legally be absorbed into the general fund.

BUDGETS: LOANS OR LINES OF CREDIT

R4-07 **Are loans and lines of credit (within the 30% limit) for financing a project likely to be viewed positively or negatively?**

All loans and lines of credit are future financial liabilities. Accordingly, reliance on this kind of funding instead of on actual cash or in-kind contributions would be one factor in the overall evaluation of the project's financial stability and could be viewed as a weakness in the viability of the project.

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BUDGETS: MATCH OR IN-KIND

R4-03 **Can labor and items received at a discounted rate count as In-Kind contributions?**

Yes, the difference between the current market value of the labor or items integrated into the capital project and the amount charged can be counted as an In-Kind contribution if properly supported with documentation.

R4-04 **What criteria may determine if an applicant from an underserved community will be approved for a reduced match?**

In order to assure adequate local support and sustainability of projects, the Board will consider the reduction or elimination of the match requirement only under extraordinary situations that will vary by community and the specifics of each project. The applicant will need to demonstrate why it is necessary to reduce the match requirement. The applicant must also demonstrate that, despite the absence of matching funds, there is adequate local support to ensure the project is both viable and sustainable.

R4-05 **Will applicants that request a match reduction be viewed less favorably - even if their justification is valid?**

Not necessarily, but the applicant must demonstrate that adequate local support is available to ensure the project is viable & will be sustainable.

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R4-06	If a reduction of match is requested, is it better to show some local match?	Local match is an indication of community support for a project and helps to ensure a project's ongoing viability so it is always a good resource to include.
R4-13	We are expecting significant In-Kind contributions for our project. Are we to complete a separate In-Kind Contribution Form for each contributor? Is any other documentation required?	A separate form must be signed and submitted for each In-Kind contributor. No additional documentation is required for the application.
R4-14	The legislation indicates that the Board may approve a waiver or reduction to the match requirement for underserved communities. What is an underserved community?	An underserved community is a community that has a clear lack of preserved historical and cultural resources.

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R4-19	Appendix 4 - Sample Workplan appears to have a calculation error so that the grantee share for matching funds is higher than the 60% required. Is the 60% grantee match all that is required?	The original sample workplan in the RFA contained some errors. The grantee match required is only 60% of the amount awarded by CCHE and not 60% of the total project. The formula in both the Sample and Budget Form (Appendix Four) that originally calculated the match at 60% of the overall project cost was corrected on January 20, 2010, to reflect this.
R4-28	Regarding the "Source of Funding for Grantee's Match Share" in the Workplan/Budget, are we expected to itemize all the various sources of the matching contributions?	If a single match source amounts to \$10,000 or more, it is to be itemized separately. If a match contribution is under \$10,000, it can be aggregated in "like" categories (i.e. private cash contributions, in-kind materials contributions, equipment contributions) and also must be listed in the Workplan/Budget section of the application.
R4-29	Are we expected to provide any other kind of documentation for matches that are contingent on receiving the Round 4 grant from CCHE, and if so what must this consist of as part of our grant application?	All match resources must be available at the time the applicant submits their grant application. The applicant is certifying that any CCHE grant contingent contributions would be available to the project upon receipt of a CCHE funding reservation. If the applicant is not successful, the match availability is irrelevant to this application.

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| R4-31 | Can contributions (cash and materials) that go directly from the contributing partner to project contractors be considered allowable as match if all back-up documents are made available? | No, all in-kind and matching funds, materials, and work must be donated directly to the legal applicant. The legal applicant, or applying organization, is the entity responsible for meeting the matching requirement. |
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BUDGETS: MATCH WAIVER OR REDUCTION

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| R4-26 | What are the criteria for a reduction of match? | There are no specific criteria for a match reduction request. It is the responsibility of the applicant to explain in all pertinent sections of the application (i.e. Section 8 of the Application Form and Project Workplan/Budget form) the reasons why a reduction is needed.

Reasons should be fact specific, outline the particular characteristics of your organization/geographic location for requesting the match reduction, and demonstrate adequate local support to ensure the project is both viable and sustainable despite the match reduction. |
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BUDGETS: WORK PLAN

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| R4-10 | Should the Grant Application budget show the entire cost of a project, or only reflect the project tasks to be funded with CCHE resources and the required match resources? | The workplan-budget pages of the application are designed to show only the project tasks funded with CCHE resources and the required match resources. The applicant should describe broader project efforts and funding in the Executive Summary and Project Narrative sections of the application. |
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CCHE IN GENERAL: FUNDING

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| R4-18 | Is the \$500,000 maximum the total amount that CCHE can endow, or is that the total amount of the entire project including the match amount? | <p>\$500,000 is the maximum funding amount that CCHE will grant to a project. Grant awardees are required to match 60% of the funding provided by the CCHE. There is no restriction on the project budget size, just the amount CCHE can award.</p> |
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CEQA:

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| R4-09 | Our project was exempt from CEQA in a previous round. Will the exemption still be valid since it is the same project site? What documentation is required to show that? | <p>As stated in the RFA under CEQA Compliance, applicants must identify in Section 6 of the Round 4 Application their status with regard to CEQA. Each project must be evaluated based on its specific facts pursuant to CEQA and the CEQA guidelines. If the project was previously approved by a local government agency and subject to CEQA, it is possible that that agency's determination may be used for CCHE's CEQA determination.</p> |
| R4-24 | We are unsure how to handle the CEQA requirement for a federally-owned National Historical Landmark structure that is located on federal land. Which organization would CCHE consider to be the lead organization: the State Library, the National Park Service (NPS) or the community-based nonprofit organization in charge of the project? | <p>CEQA is very fact specific, so it is difficult to provide a general response that applies without knowing the details of each project. However, if no other California public agency has greater responsibility for the project, it is possible that CCHE may become the lead agency. Under the criteria for Round 4, CCHE may only act as lead agency if the project is exempt under CEQA. If the project meets the criteria for an exemption under CEQA Guidelines section 15331 for restoration or preservation of historical resources, CCHE could act as the lead agency.</p> |
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CONSTRUCTION RULES:

R4-01	Are applicants allowed to hire contractors or subcontractors they used previously on their project without going through another competitive bid process?	Competitive bid must be used for all contractors and subcontractors not specifically identified in the workplan of the grant application.
R4-02	Are there bonding requirements for CCHE projects?	All licensed contractors in the state must be bonded. It is the grantee's responsibility to comply with and to require its contractors and subcontractors to comply with all applicable laws, rules, guidelines, and regulations.
R4-17	In order to save money, will grantees be allowed to use their staff (trained in construction trades) to do some of the project work?	Because this is a publicly-funded project, the applicant would not be allowed to use volunteers for construction activities. Prevailing wage laws must be followed for all capital projects that utilize public funds.

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ELIGIBILITY:

R4-34 **Does the instruction "Check all that apply" on Question 3 of the CCHE Round Four Grant Form refer only to the current application? Or should it encompass information for all projects for which the agency requested and/or received funding?**

Question 3 on the CCHE Round Four Grant Application Form refers to the eligibility of the applicant organization. Please check off all ways in which your applicant organization is eligible to apply for Round Four funding. For example, if your agency applied for funding in both Rounds 2 and 3, but only received funding in Round 3, please check off *Applicant, Round 2* and *Grantee, Round 3*. The possible selections are as follows:

Grantee, Round 2

Grantee, Round 3

Applicant, Round 2

Applicant, Round 3

County with 2 or fewer CCHE Grants

R4-35 **Can a two-phase restoration project of the historic arboretum at the Rancho La Patera property (development of a long-term preservation plan and implementation of the treatment plan) be considered as an appropriate project for a Round Four application?**

An application for a two-phase project (planning and implementation) for landscape restoration is allowable but the application must demonstrate the following:

That the landscape will have an expected useful life of at least 10-15 years and can provide documentation from a qualified professional to substantiate a claim for its life expectancy.

That the landowner has given legal authorization, such as a long-term lease for exclusive control, to construct or rehabilitate the landscape in the manner proposed.

GRANT AGREEMENT:

R4-20 **Is the Sample Grant Agreement - Appendix 5 - intended to be part of the application documents (Appendix 9) available on the CCHE website?**

The sample Grant Agreement – Appendix 5 has been added to the website as informational material for applicants. However, the grant agreement is not something that applicants complete and submit with their application. A grant agreement will be prepared individually with CCHE and the applicant only after funding is awarded.

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PROJECT ELIGIBILITY:

R4-08 **Our round two project is for the restoration of the interior of a historic building. Is it acceptable to apply for funds to restore the exterior of the building in round four?**

Yes, the exterior of the building could be eligible for restoration funds as well.

SUSTAINABILITY:

R4-32 **The language in Project Narrative Question 6, Sustainability, provides several examples including environmental sustainability. However, the Round Four Application Rubric provides scoring language that seems to focus on funding sustainability. Should we be including information on water conservation methods, etc., in this section of the grant application?**

Yes, projects that utilize improved methods of environmental sustainability such as for water or energy conservation, could potentially provide financial savings/sustainability on those costs in the future.

The application scoring rubric (See Appendix Eight at www.library.ca.gov/grants/cche/letterandlinks.html) indicates high scores for applications that show how a project may be sustainable in years to come and encourages applicants to use examples of "other sources" of support.